

---

## CHAPTER 4

### TRANSPORTATION

#### 4-1. HOUSEHOLD GOODS AND BAGGAGE

*a.* The Transportation Office is located at 450 Pope Avenue. For information on household goods or baggage shipments, call commercial 913-684-5654/5656 or DSN 552-5654/5656. Our Web site address is [http://garrison.leavenworth.army.mil/sites/directorates/is\\_logistics.asp](http://garrison.leavenworth.army.mil/sites/directorates/is_logistics.asp). The office e-mail address is [leav-web-dis-transportation@conus.army.mil](mailto:leav-web-dis-transportation@conus.army.mil).

*b.* Delivery from temporary storage during the summer season can take from 7 to 10 working days (excluding holidays, Saturdays, and Sundays) from the date you notify the Transportation Office of your address and Requested Delivery Date (RDD). The Transportation Office (by regulation) can only require a driver to wait 2 hours before placing a shipment into storage. Upon arrival at Fort Leavenworth, students should immediately contact the Transportation Office and provide a telephone number where they can be contacted throughout the day; and a quarters or residence address if available. (This can be done during in processing).

*c.* The Transportation Office will not arrange delivery without an address--a housing area is not adequate for delivery arrangements. Incoming students who have an address should contact the Fort Leavenworth Transportation Office as soon as possible to arrange delivery. This can be done via a letter to the Transportation Office specifying the requested delivery date, address, and contact phone number. This information can be e-mailed to [leav-web-dis-transportation@conus.army.mil](mailto:leav-web-dis-transportation@conus.army.mil) or FAXED to the Transportation Office, commercial 913-684-2351 or DSN 552-2351. The letter must also contain a statement that the member accepts responsibility for attempted delivery charges if they are not at the address to accept delivery on the date requested. A format for this letter is attached. In the event the delivery needs to be canceled, the Fort Leavenworth Transportation Office must be notified at least 2 working days prior to the scheduled delivery date.

*d.* Students who do not have a specific delivery address prior to the in processing period will be able to confirm the status of their household goods (HHGs) and unaccompanied baggage at in processing. If the HHGs have already arrived and are in temporary storage, arrangements can be made to have the HHGs delivered.

*e.* The member can designate an agent to act in their behalf by:

(1) Naming the individual authorized to receive the shipment on the DD Form 1299 (Application for Shipment of Personal Property/Storage) at the Transportation Office of origin.

(2) Providing a power of attorney or an informal letter\* to the individual naming the individual as their agent.

\*The service member should advise the Transportation Office of a power of attorney or informal letter when arranging the delivery date.

NOTE: IN NO CASE WILL THE TRANSPORTATION OFFICER BE NAMED AS THE OWNER'S AGENT. A SPOUSE IS NOT AUTOMATICALLY ASSUMED TO BE AN AGENT; THEREFORE, THE CRITERIA IN 4-1e MUST BE MET.

*f.* Bear in mind that the RDD is not necessarily the date the shipment will be delivered to your residence. The RDD is the date on or before which the carrier must make the shipment available for delivery to the member or face a penalty. It is important to you to establish a realistic RDD because it can often allow for direct delivery to the residence. The originating Transportation Office should be able to offer storage at origin with a release date in accordance with the student's anticipated arrival. Only by working with the origin Transportation Office can this be determined. The minimum transit time for a RDD is set by regulation based on the pick-up or release date, distance to be shipped, and weight of the shipment.

*g.* **IMPORTANT!** The floor plans provided in this circular are accurate, so please plan accordingly. You should plan your furniture needs to fit the floor plan of your assigned quarters, and ship only what those quarters can accommodate and what you will need. **DO NOT BRING EXCESS HOUSEHOLD GOODS FOR GOVERNMENT QUARTERS TO FORT LEAVENWORTH.** Excess household goods (e.g., individually owned ranges, refrigerators, furniture in excess of quarters capacity) **WILL** be stored at the point of origin or, for students currently assigned overseas, the household goods **WILL** be stored at the port of entry in accordance with Joint Federal Travel Regulation, paragraph U5380 and U5345D. Please ensure that your servicing PPSO is aware that you are being assigned to a course of instruction of 20 or more weeks at one location, and therefore, NTS of unneeded personal property is authorized.

*h.* RC officers ordered to Active Duty to attend CGSOC are authorized only the weight allowance stated in their orders.

*i.* On delivery of household goods, check all items for loss or damage before signing any documents. As your property is being off-loaded, be sure to list all damages in detail on DD Form 1840 (Joint Statement of Loss or Damage) which will be provided by your Transportation Service Provider (TSP). The TSP will take one copy and you will receive the remainder of the packet. If you discover additional damage, you must complete the reverse side of the DD Form 1840 (DD Form 1840R), and submit it directly to the TSP within 75 days of delivery or to the Staff Judge Advocate Claims Office within 70 days from the date of delivery to maintain your Full Replacement Valuation (FRV) Insurance eligibility for applicable shipments. For additional information on FRV requirements, contact the Staff Judge Advocate, commercial 913-684-4945/5373 or DSN 552-4945/5373 or the Transportation Office.

*j.* Unofficial personal shipments mailed or shipped by member must not be consigned to the Transportation Officer or packing contractor, as they cannot act for the member.

*k.* Remember there are over 300 students in the CGSOC. Most arrive and want their household goods delivered within the same 2-week period. Physical and resource limitations dictate that on average no more than 50 shipments can be delivered on any given day. Factors beyond the control of the Fort Leavenworth Transportation Office may make it impossible to deliver every shipment on the requested delivery date, but every effort will be made to come as close to requested date as possible.

To: Transportation Officer:

I request that my household goods be delivered to the following address on the date I have stated below:

_____	_____
_____	_____
ADDRESS	PRIMARY/ALTERNATE DATE

I understand that I will be held responsible for all charges incurred by an attempted delivery if I or my agent designated below is not at the above address on the date requested. I further understand that I or my agent must be available from 0800 to 1700 on the date requested for delivery.

_____	_____
NAME OF DESIGNATED AGENT	SERVICE MEMBER'S SIGNATURE
	_____
	PRINTED NAME
	_____
	SSN

E-mail address: \_\_\_\_\_

Cell Phone number: \_\_\_\_\_

I can be contacted at the telephone number listed below while I am in transit to Fort Leavenworth. I have also listed a point of contact at that number if I am not available.

_____	_____
IN-TRANSIT PHONE NUMBER	IN-TRANSIT POINT OF CONTACT

SSN is used solely as a means of identification; however, the SSN and any other information contained on this form may be provided to Federal, state, or local authorities in connection with official business.

**DISCLOSURE & EFFECT:** Voluntary. However, without the information, the individual will not receive the necessary administrative support to set up delivery, etc.

*Figure 4-1. Format for household goods delivery letter.*